



National Voluntary Laboratory Accreditation Program

## ASSESSOR SELECTION CRITERIA: Calibration Technical Assessors

The National Voluntary Laboratory Accreditation Program (NVLAP) is seeking individuals with technical knowledge and experience necessary to conduct on-site assessments of calibration laboratories.

As a result of the petition and public notice process detailed in Title 15, Part 285 of the U.S. Code of Federal Regulations (CFR), the Director of the National Institute of Standards and Technology published in the *Federal Register* a notice of intent to develop the Calibration Laboratories Accreditation Program under the procedures of NVLAP. On May 3, 1994, the program was announced and 15 CFR Part 285 was so revised.

Accreditation is offered in eight fields of calibration covering more than eighty parameters and includes accreditation in multifunction Measuring & Test Equipment calibrations. Specific requirements and criteria for determining laboratory qualifications for accreditation address management systems, staff, facilities and equipment, test and calibration methods and procedures, manuals, records, and calibration/certification reports. Peer assessors evaluate the compliance of a laboratory to those criteria using NVLAP checklists and other information provided by the laboratory. NVLAP trains assessors in procedures and reporting format to provide uniformity/commonality in application of the criteria.

NVLAP assessors must be experienced in both the management and operation of calibration laboratories and be technically knowledgeable in one or more of the following fields of calibration: dimensional, electromagnetic (DC/low frequency), electromagnetic (RF/microwave), mechanical, thermodynamics, optical radiation, ionizing radiation, and time and frequency. The criteria for the selection of NVLAP assessors include the following:

1. Recent and extensive experience in performing laboratory calibrations.
2. Experience in laboratory management and operations:
  - a. Responsibility for day-to-day management of calibrations;
  - b. Development and implementation of laboratory quality assurance procedures; and
  - c. Responsibility for assuring good laboratory practices.
3. Communication skills.
4. Education/training in related areas.
5. Related professional activities including publication of technical papers (in related fields), standards development, and participation in technical societies.
6. Freedom from conflict of interest (real or perceived).

Training/experience in performing technical and quality assurance assessments is a plus.

Qualified NVLAP assessors will be paid a fee for their services and reimbursed for their travel expenses on an individual contract basis. Short duration scheduled travel is required for assessor functions.

The primary focus of laboratory accreditation is to evaluate a laboratory's capability and competence to provide measurement services that are scientifically sound and appropriate and to provide measurement results that are verifiably traceable to the appropriate stated references. This requires the use of assessors that are not only trained in the quality aspects of accreditation and familiar with calibration procedures, but are also considered experts in the measurement areas for which they are assessing.

Interested parties are invited to complete the following qualification summary by addressing each of the areas described and to submit the summary to the address below. You must specify each of the eight fields of calibration for which you wish to be considered. Please provide sufficient details regarding your experience in measurement methods/procedures, identifying and quantifying the components of uncertainty, and developing uncertainty analyses. Recommendations for assessors are welcome. Selection of assessors will be based on the information provided and in later personal contacts.

Responses and inquiries should be addressed to:

NIST/NVLAP  
100 Bureau Dr., Stop 2140  
Gaithersburg, MD 20899-2140

Senior Program Manager - Calibration Laboratories

Telephone: (301) 975-4016  
Fax: (301) 926-2884

The following pages are to be used as a format for addressing your qualifications. Please use additional space as needed when providing details sufficient for making a proper evaluation of your qualifications and experience.



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## ASSESSOR QUALIFICATIONS SUMMARY: Calibration Technical Assessors

This information is used to maintain and update the NVLAP assessor records in accordance with ISO/IEC 17011. Please complete Parts A and B and attach a current resume or curriculum vitae. Use additional sheets if more space is needed to complete the summary. Call NVLAP at 301-975-4016 if you have any questions.

### PART A

Date:

Name:

Address:

Work phone:

Home phone:

Fax number:

E-mail address:

1. Hands-on experience; give dates and details for each field:

Dimensional:

DC/low frequency:

RF/microwave:

<input type="checkbox"/>	Mechanical:
<input type="checkbox"/>	Thermodynamic:
<input type="checkbox"/>	Optical radiation:
<input type="checkbox"/>	Ionizing radiation:
<input type="checkbox"/>	Time and frequency:
2. Laboratory management and operations experience; give dates and details:	
<input type="checkbox"/>	Calibrations:
<input type="checkbox"/>	Quality assurance:
<input type="checkbox"/>	Good laboratory practices:
3. Communication skills:	



**PART B**

Please write a short (2 - 4 paragraph) biography of yourself, which NVLAP will send to your assigned laboratories before your on-site assessments so that the laboratories will know who you are. Use the space provided below or attach a separate sheet of paper.